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To: All HOME & CDBG Recipients  
From: IHFA Community Development Department  
Date: February 27, 2001  
Re: HUD Best Practices Award Nominations

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**Notice:** FSP-01-04

Have you have been involved in a project relating to fair housing, elderly housing, or economic development that you think is worthy of distinction? You may want to consider nominating it for a HUD Best Practices Award. Eligible projects under each category include:

Fair Housing:

- Includes groups whom the programs are intended to protect in the planning, administration, and implementation of projects;
- Emphasizes projects that bring about systemic change; and
- Develops marketing projects that emphasize obeying and enforcing fair housing laws and educating people about their housing rights.

Elderly Housing:

- Providing innovative financing options to residents, forming collaborative partnerships with community-based organizations, encouraging community and volunteer involvement in development, and empowering residents.

Economic Development:

- Brownfields remediation
- Property redevelopment and property reuse
- Downtown development/neighborhood revitalization
- Marketing
- Business retention
- Entrepreneurship development
- Business finance
- Micro-enterprise finance
- Site assembly/land banking
- Infrastructure installation

The eligibility criteria for nominations are:

- Any project, agency, individual, or organization involved in efforts that further the mission of HUD in housing, economic, or urban development is eligible.
- Projects must be related to the mission of HUD but not necessarily funded by HUD.
- Awards will only be made to HUD partners or constituents. HUD staff, operations or management practices are not eligible and should not be nominated.

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Indiana Housing Finance Authority  
115 West Washington St., Suite 1350, South Tower  
P.O. Box 44959  
Indianapolis, IN 46244-0959

Phone: (317) 232-7777  
Fax: (317) 232-7778  
Toll Free (In State Only): (800) 872-0371  
<http://www.indianahousing.org/>



Equal Opportunity Employer and Housing Agency



- Nominations may be made by individuals other than the nominee; however, the nominee must agree with the nomination being made and the requirements outlined by HUD for consideration. Self-nominations are also accepted.
- An entity that has previously been awarded a “Best of the Best” or “Simply the Best” award cannot receive another award of comparable level for the same project, unless there was a significant modification meeting identified needs with additional demonstrated positive benefit or impact. Previous nominations may be revised, expanded and resubmitted.
- Entities may have multiple projects nominated for consideration, but an entity is eligible to receive only one “Best of the Best (Top 100) award and only one “Simply the Best” award. An entity can receive multiple local awards.
- Individual projects may only be nominated for and receive awards in one category. At the time of nomination, the individual submitting the nomination must determine and select the category under which the nomination will compete for an award. If submitted by other than the nominee, the nominee may change the category during his/her review of the nomination.
- Nominated projects must be complete and currently in operation.
- Best Practices nominations must demonstrate a significant positive impact, with documented outcome measures or results rather than a process, meeting, or a work in progress.
- All materials submitted will become the property of the U.S. Department of Housing and Urban Development. Nominees give the absolute and unqualified right for use in whole or in part, of all materials submitted for consideration for use in publicity, audiovisual presentation, and/or promotion. HUD is authorized to make any editorial changes or additions to the materials as deemed necessary or desirable for production purposes.

#### How Do You Nominate A Project?

To contribute a Best Practice, visit the Web site at <http://bpkms.hud.gov/po/i/bpkms>. From the main page, click on the “My Contributions” tab and register as a new user. Once you register, select “Contribute a New Best Practice” and enter your project information. The contribution form is designated to collect vital information that will help others learn the lessons of your project. Some key questions that appear on the form are:

- What is the challenge being addressed?
- What activities are being used to resolve the challenge?
- What critical factors were in place to address the challenge?
- What were the results of your efforts?
- What criteria did you use to define your success?
- What steps were taken to implement the project?
- What were the barriers to implementation?

If you have any questions, you can call the HUD Help Desk at (202) 708-3300. The HUD Field Office will review and rate the applications prior to them being forwarded for the national competition. Therefore, they ask that the nominations be submitted by April 1, 2001. If you choose to submit your nomination by mail, it must be received by March 23, 2001.

